

Personnel Issues & You



UPPS Newsletter 2001-11

November 1, 2001

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Change in Deduction 49

Effective immediately, deduction 49 is being renamed "Agency Reimbursement". This deduction was previously named "Agency Fines". It is our intent that agencies be aware that this is a vehicle for agencies to be able to use for fines, or any type of reimbursement. For example, if an employee, through no fault of his own, was in arrears for health insurance, the agency could pay it for him and deduction 49 could be used to recoup the money from the employee. It would be up to the agency as to how long the employee would have to repay.

W-2 Training

Mark your calendars for November 29, 1:00pm to 4pm, Capitol Annex, Room 129. Daryl Dunagan, Connie Eggen, Pat Doyle, Gene Harrell, representatives from Kentucky Retirement Systems and a representative from Federal Social Security will conduct W-2 training. All payroll officers should plan to attend.

New Payroll Employee

We are pleased to announce that Steve Hayden joined the Payroll Branch effective November 1. Steve will be filling Carol Kelien's vacancy. He will work with Donna Parker in providing support to payroll officers and will specialize in health insurance issues while Donna will continue to specialize in direct deposit and EFT issues.

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W-2 Schedule

The W-2 schedule this year will not vary too much from last year. You will still have a choice regarding whether your W-2s are mailed or you distribute them. All W-2s will still be printed using mailer forms. If you want to distribute the forms, you must notify us in writing no later than December 10, 2001. If you want us to mail them, you do not need to notify us. You cannot have us mail some and distribute others. Copies of the W-2s will be sent to each agency. The following procedures will apply:

1. **November 13, 2001, Tuesday:** The listing of one-line YTD figures will be produced for agencies to check. Double-check the employees who have had SAS-27 or Request for Refunds, especially those who have had premium conversion (health insurance or FSA) refunds. These are usually the “problem” records.
2. **December 19, 2001, Wednesday, close of business:** After this date, all adjustments sent to us for keying (manual pay transactions or 300 series) must have “2001” written at the top of the page to ensure that they are processed against the 2001 file.
3. **December 20, 2001, Thursday, close of business:** The last day for submission of a Manual Payroll Voucher (SAS-27) to the Personnel Cabinet to be included in 2001 wages.
4. **December 27, 2001, Thursday, close of business:** Cutoff for Requests for Refunds for 2001 to be received in Treasury. After that time, any refunds will have to be done from 2001 funds and adjusted on the 2002 Employee Master File.
5. The on-line manual pay system will be used exclusively for adjustments for 2001 until the W-2s are produced. Do not enter 2002 manual pays on these screens until you have received your 2001 W-2s.
6. **January 3, 2002, Thursday:** The one-line YTD wage report will be produced again – a second chance to review YTD figures for accuracy.
7. **January 11, 2002, Friday, 1:00 p.m.:** The last chance for adjustments. No adjustment updates will be run after January 11, 2002.
8. **January 15, 2002, Tuesday:** The target date for printing W-2s.

KECC

The pledge forms now used for KECC are not dated. We are passing on an agency suggestion that agencies stamp a date on them as they process them. This will prevent confusion when forms are sent to another agency upon an employee transfer. Next year we will add a place for the employee to date the form when they sign it.

The KECC contributions for 2002 will start with the December 16-31 payroll. There is only one deduction for charity – Deduction 52. The total amount to be withheld will be entered. Please note that all deductions are to be processed each pay period.

1. Our staff will automatically change the frequency on Charitable Deduction 52 to “00” after the December 1-15 pay period is processed.
2. Use your agency’s KECC pledge forms to update the employee’s UPPS Master Record.
 - a. If an employee wishes to stop his charitable deduction after the last December paycheck, you need not do anything. If you wish, you could submit a 225 transaction with a frequency of “99” to delete that deduction from the employee’s record.
 - b. If an employee wishes to contribute to the 2002 campaign, code and submit a 225 transaction, deduction number 52, frequency 09, with the amount indicated on the pledge form, and utility 0000000 beginning with the January 15, 2002 paycheck

Do not enter any charitable deductions before January 2, 2002 when you begin entering the December 16-31 payroll.

Employee Addresses on UPPS

We will be sending payroll officers an address listing in November. If there is time, please initiate a P-1 action to make any address changes that need to be made. All address changes not in the system by the last update for the December 1-15 supplemental payroll must be sent to the Personnel Cabinet on a UPPS 5-W form. Please complete these forms in red ink and write across the top: “W-2 INFO 2001”.

Remember to let your personnel officers know about these address changes in order that they can enter a matching P-1 action. A P-1 must be entered for all address changes whether the employee is active, on leave, or terminated.

A sample of the UPPS 5-W form is included in this issue and the form is available by clicking on “UPPS Payroll Transaction Forms” at <http://kygovnet.state.ky.us/personnel/payinfo.htm>.

We will accept UPPS 5-W forms until January 9, 2002.

2001 W-2 INFO

▲ Change Indicator

This form contains transactions:
200 Employee Identification
201 Organizational Information
205 Employee Address
235 Job Description

UPPS 5-W
Employee Information
(Revised 4-89)

(Revised 4-89)

[illegible][illegible]

TRANS NO	STREET OR POST OFFICE BOX ADDRESS																	CITY	STATE	ZIP CODE				ZIP CODE EXTENSION	
17 19 24 25																									
205																									

[illegible]

PLEASE USE RED INK